

2001 Solid Waste Assistance Funds Solicitation

U.S. Environmental Protection Agency, Region 9

Goal: To promote source reduction, product stewardship, reuse, market development and job creation for recycling and composting, or the procurement or manufacturing of products with postconsumer recycled content.

Grant Amounts: \$20,000 - 40,000 per award.

Eligibility: States, tribes, territories, multi-state/tribal organizations, universities, local governments, and not-for-profit organizations located in EPA Region 9. EPA Region 9 includes the states of California, Arizona, Nevada, and Hawaii, the U.S. territories in the Pacific Islands, and the lands in Indian Country belonging to over 140 federally recognized tribes.

Key Dates

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|--|-------------------|
| 1) Communicate with EPA regional contact before | December 5, 2000 |
| 2) Pre-proposal due | December 15, 2000 |
| 3) EPA notifies finalists to prepare a full proposal | January 10, 2001 |
| 4) Full proposal due | February 15, 2001 |
| 5) Final proposal selections | March 8, 2001 |

Funding of proposals is contingent upon agreement between EPA and your organization on a final workplan and budget. Note that if your full proposal is selected that **does not** constitute or guarantee an award.

Introduction

The U.S. Environmental Protection Agency Region 9 is soliciting proposals for cooperative agreements¹ that address source reduction, product stewardship, reuse, market development, or the purchase or manufacturing of products with postconsumer recycled content. Cooperative agreements will be awarded through Solid Waste Assistance Funds (SWAF) under the authority of Section 8001 of the Resource Conservation and Recovery Act of 1976. This solicitation describes the program goals and gives general information on the application and selection process, pre-proposal format, and evaluation criteria. This solicitation and additional EPA Region 9 Solid Waste Program funding information are available on the Internet at <http://www.epa.gov/region09/waste/solid/funding.htm>.

Region 9 - Solid Waste Assistance Funds Program Goals

Specifically, EPA seeks to fund proposals that fit into one or more of the following categories:

- C Promote education and outreach on source reduction, product stewardship, reuse, recycling, composting, and/or buying recycled products.
- Address data gaps in the reduce, reuse, and recycle hierarchy.

¹A cooperative agreement is a type of grant. Under a cooperative agreement, EPA provides financial assistance and is substantially involved in the project. While EPA's role will vary from project to project, EPA staff may provide technical assistance to the recipient, participate in decision-making, assist in the completion of the project, and review and concur on project outputs. EPA will also review progress reports to ensure that EPA funding is spent appropriately.

- Provide technical assistance or spur innovative technology development to promote source reduction, product stewardship, reuse, recycling, composting, and/or buying recycled products.
- Stimulate market development for materials that are difficult to recycle, such as construction and demolition debris, electronics, green waste/organic materials, tires, etc.

General Information

Incorporate EPA initiatives (e.g., community-based environmental protection, environmental justice, extended producer responsibility, sustainability, protecting children's health from environmental threats) with source reduction, product stewardship, reuse, recycling, composting, and/or recycled product procurement projects.

Eligibility

States, tribes, territories, multi-state/tribal organizations, universities, local governments, and not-for-profit organizations located in Region 9 (which includes the states of California, Arizona, Nevada and Hawaii, the U.S. territories in the Pacific, and the lands in Indian Country belonging to over 140 federally recognized tribes) are eligible to compete for SWAF. EPA plans to select a balance of projects from rural and urban areas throughout the Region.

Use of Double-Sided Recycled Paper

Written proposals should be submitted on double-sided recycled paper with a minimum of 30% postconsumer content.

Amount of Individual Awards

Individual awards will range from \$20,000 to \$40,000 in cooperative agreement funds. Region 9 plans to fund 4 to 5 projects in 2001, although actual awards will be based on the quality of the applications and the availability of funds.

Non-Federal Match

Matching funds are not required under this solicitation. All matching funds or other contributions provided by the grantee are subject to audits and all federal regulations.

Please note: Under the SWAF we **cannot** fund proposals which:

- C purchase capital equipment (e.g. trucks, tractors, front-loaders, etc.); or
- C deal with landfill-specific issues (e.g. develop and/or review documents or reports required by state or local regulations.)

Application and Selection Process

Step 1 - Communicate with EPA: The proposal process relies extensively on direct communication (in person or by phone, fax or electronic mail) with the EPA Region 9 contact.

For this solicitation please contact Timonie Hood, EPA Region 9, at (415)744-1113 or by e-mail at hood.timonie@epa.gov. The purpose of this step is to ensure that your project idea meets the application eligibility requirements. It also provides an opportunity to address questions regarding the SWAF program and eligible costs or activities prior to the submission of the pre-proposal. If interested in responding to this solicitation, please contact EPA by **December 5, 2000**, to discuss your project ideas.

Step 2 - Pre-Proposal: If your project is eligible, the EPA contact will request a two page “pre-proposal” to be submitted no later than **December 15, 2000**. The pre-proposal should provide EPA with a profile of the applicant, the purpose of your project, a *brief* explanation of how you plan to accomplish your project, and an estimate of the time and money needed to complete your project (see format below). During the review of the pre-proposals, EPA may request clarification on submitted information. Pre-proposals that are inconsistent with program goals or that contain ineligible costs and activities will be screened out of the review process, but may be referred to other EPA funding programs if appropriate.

Pre-Proposal Format -- 2 page limit

1. Applicant’s name, primary contacts, address, phone and fax numbers, e-mail (if available).
2. Background information about lead organization, other participants/partners.
3. Summary of the project.
4. Project goals and objectives: What you will achieve? What the project impact will be? Whom the project will benefit? How you plan to measure your effectiveness?
5. Project timeline (provide an overall schedule, lasting no more than 18 months).
6. Estimated project budget (show estimates for personnel, travel, supplies, etc.).

Pre-Proposals should be mailed or faxed by December 15 to:

Timonie Hood, Solid Waste Assistance Fund Proposals
U.S. Environmental Protection Agency
75 Hawthorne Street (WST-7)
San Francisco, CA 94105
(415) 744-1044 fax

Step 3 - EPA Notifies Finalists: After the pre-proposals are ranked by EPA, we will notify finalists by **January 10, 2001**, to prepare a full proposal. At this time, EPA will provide finalists with a format for the full proposal, not to exceed 10 pages, which will ask applicants to submit a workplan of less than 5 pages, budget, and letters of commitment from project partners, if applicable.

Step 4 - Full Proposal: Finalists must submit a full proposal no later than **February 15, 2001**.

Step 5 - Final selections: EPA will review the full proposals and make final selections by **March 8, 2001**. Applicants chosen for funding will be asked to negotiate a final workplan with EPA and to complete a federal application for assistance. Please note that if your proposal is selected that **does not** constitute an award.

Reporting Requirements

Applicants who enter into cooperative agreements with EPA must provide written quarterly

reports (electronically, if possible) detailing progress on the activities specified in the workplan during each three month period. Applicants must also provide project deliverables and a final report at the end of the project. EPA may require additional reporting, depending on the specific project.

Evaluation Criteria

Both pre-proposals and full proposals will be reviewed by EPA using the following criteria. EPA will use the questions listed as a guideline to determine if the criteria are met.

1. Project Description (20 points)

- Are the goals and tasks clear and concise? Are the tasks budget, timeline etc. realistic?
- Does the applicant appear qualified to successfully accomplish the proposed project?

2. Project Objective/Goals (35 points)

- How well does the proposal meet one or more of the objectives listed under the Region 9 Solid Waste Assistance Funding Program Goals on pages 1-2?
- Does the project take a creative, innovative approach and/or implement successful models from other areas?
- Does the proposal address an EPA Region 9 priority area and/or waste stream?

3. Project Benefits (25 points)

- Does the project leverage other public or private resources, including in-kind contributions?
- Does the project build partnerships or institutional infrastructure?
- Will the project deliverables be transferable or useful to others?
- Would the project benefit from EPA money, and then become self-sustaining beyond EPA funding?

4. Measurability of Project Results (20 points) Depending on the nature of the proposal, EPA will look for quantitative and qualitative measurability in the following areas:

- Will the project lead to measurable environmental improvements (e.g., amount of waste prevented, reused, recycled)?
- Will the project lead to the creation of jobs or other economic development?
- Will the project have direct measurable impacts on markets for recyclable materials?
- Will the project increase the purchase of postconsumer recycled products?
- Does the project improve or create infrastructure for reducing, reusing, recycling, composting, or buying recycled products?
- How does the project impact public perception and behavior to achieve beneficial environmental results?

Questions about this solicitation may be directed to Timonie Hood, U.S. EPA Region 9, at (415) 744-1113 or hood.timonie@epa.gov.